**Description of the MitelSuperConsole 1000 Attendant Console use uppercase+ bold for the title**

**INTRODUCTION remove the ‘bold’**

This description is intended for individuals who aspire to work at the front deskdoing? of an office or just would like to know how a MitelSuperConsole 1000 Attendant Console works.dbl sp after a full stopAn attendant console generally is a regular private branch exchange telephone station, which is defined by PCMAG(meaning?) Encyclopedia (2012) as “An in-house telephone switching system that interconnects telephone extensions to each other as well as to the outside telephone network.”This device has many xxbuttonsit is not the buttons, but the ‘functions’ that are programmed that can be programmed to be associated with particular (lines in the private telephone system, or with particular) unnecessary words, and confusing specialized functions,; for example, ‘wake-up calls’. The MitelSuperConsole 1000 Attendant Console can also perform the regular functions of a telephoneno abbreviations- making and receiving phone calls.

The MitelSuperConsole 1000 Attendant Console is mainly black, has a the base made of hard plastic, too many words (is)- 5cm high, width of 39cm and length of 23cm. On the lower -these are specific details which must be used under the subheading – The Base connected by a handset jack which is made of a coiled, soft black wire and also a grey mounting cord. Figure 1 shows the TheMitelSuperConsole 1000 Attendant Console and its overall dimensions.Include here instead all the general information arising from the answer to the ‘reporters’ questions – what where, how, who. Size/dimensions, shape colour, weight, general material, and familiar object with which to compare to help visualisation

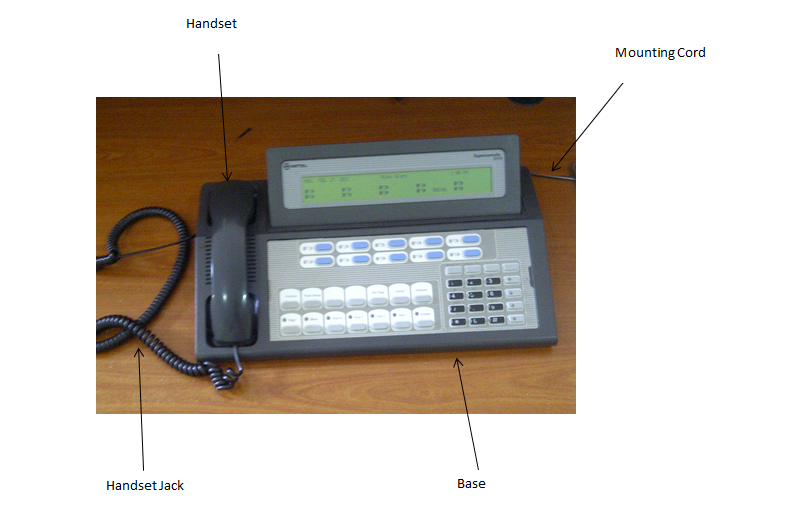
-why all of that information? Unnecessary in the light of the purpose you gave near the start The MitelSuperconsole 1000 can also manage multiple calls, transfer calls to specific departments, hotel rooms, offices or just putting others on hold while speaking to another person, give wake up calls in a hotel scenario (to guests) and even monitor the lines of other extensions. The foregoing sentence seems repetitiveThe MitelSuperconsole 1000 Attendant Console consists of 4 major parts:

* The Base part missing. “The base” would be the box-structure. The Function Display(?) is that part which is complex and accommodates all of the various keys. It is crucial
* The Handset
* The Handset Jack
* The Mounting Cord

Why the empty space?. If the space is not enough for the graphic, rearrange the introductory material so that some comes before, and some after the graphic. You do nt want huge white spaces.

**Figure 1: TheMitelSuperConsole 1000 Attendant Consoleplace the caption UNDER the graphic**

**If you took this photo, do it over – try to get it straight and attractive.**

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**As far as possible, keep the labeling to one side, keep the space around the graphic even . keep your arrows either vertical or horizontal**

**BODY ANALYSIS the only time uppercase + bold are uses is in the title**

**The Base Remember the ‘stepdown Principal. Your headings come in grades (see the last page)**

The base of the MitelSuperConsole 1000 Attendant Console is a molded hard plastic casing, of mainly black in color designed to hold the handset, which is connected to it by the handset wall and also connect the telephone to the wall via the mounting cord. The base shown in figure 2 has the following sub parts:

* *Fixed Keys*
* *Soft Keys*
* *Dial Pad*
* *LCD Display*

*Fixed Keys too big a step. Try regular print, underlined – e.g: (*Fixed Keys)

Use the APA format – block all paragraphsThe fixed keys grey in color and made of a soft plastic, are used to perform special functions. Tthese keys are used to receive a call, put a call on hold, make an announcement over the paging system, block extensions from making internal calls to each other, store and retrieve numbers from the phonebook and clear incorrect information (such as errrors made when dialing a number). There is also a fixed key used to activate the soft keys.

*Soft Keys*

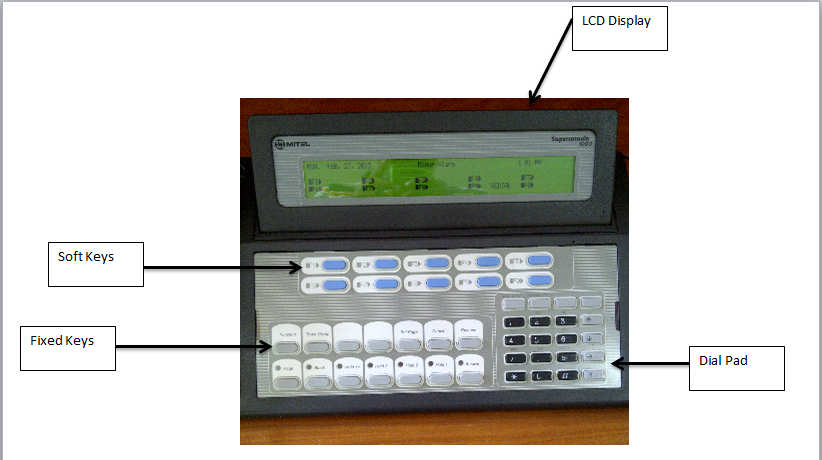
The Soft keys labeled F0-f9 are activated by the fixed key “function”. These keys perform different functions depending on the state in which the console is being used in. For example calling an internal extension while the line is in use, pressing a function key which appears on the LCD Display can override the call. The function keys can also be used to perform tasks such as checking the status of other lines, providing wake up calls for guests, ect.

*Dial Pad*

The dial pad consists of the 12 regular black keys found on a telephone, i.e. “0,1,2,3,4,5,6,7,8,9,#,\*”, 2 grey volume keys to increase or decrease the volume during a call and 4 grey directional keys which are used to enter data, all made of soft plastic.

*LCD Display*

The LCD Display is a green screen at the top of the base, which displays incoming calls, shows whether the calls are internal (within the company) or external from an outside line, status of other lines/extensions within the company, the t calls put on hold and the different functions that can be executed using the soft keys.

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**Figure 2:MitelSuperConsole 1000 Attendant Console Base**

**The Handset**

The Handset of the MitelSuperConsole 1000 Attendant Console is black (in color) redundant expression – edit for these, is the part of the console which the user picks up when receiveing (a call or wants to make a) verbosity. Aim cor conciseness eg “receiving or making… “call. It allows the individual to hear and also speak. Careful! Are you describing the handset? Or the receiver?The receiver shown in Figure 3 is of hard plastic, is convex in shape, and has the following sub parts:The Transmitter and The Receiver.

*The Transmitter*

The Transmitter is the part of the handset that simply allows the person to speak; it converts the sound from the speech of the sender, into electronic waves, which are then converted back into sound to the receiver in the other location to understand. The transmitter is at the bottom of the handsey and is oval shaped.

*The Receiver*

The Receiver is the part of the handset that allows the user to hear, it works the same way as the transmitter as the receiver is the part which converts the received electronic waves into sound for the individual receiving the message to understand. The receiver is located at the top of the handset is bulged out more than the other parts of the handset and on its surface has 7 circular holes in a circular pattern.



**Figure 3: MitelSuperConsole 1000 Attendant Console Handset**

**The Handset Jack**

This is the coiled soft black wire which connects the handset to the base.

**The Mounting Cord**

Is the grey wire which connects the console to the wall (the phone line). This allows the dial tone to be heard when the phone is pick up, while also allowing connectivity to internally within the company and externally (making and receiving calls from outside phone lines).

**CONCLUSION**

TheMitelSuperConsole 1000 Attendant Console was designed for managing communications within a business. The mechanism is quite reliable since phone services rarely go go down, unless there is a situation of a natural disaster such as a hurricane, hence it is an effective way of communicating to other users of telephones.

The limitations of this telephone is not portable, meaning it cannot be carried around so it’s limited to making calls around the base of the telephone and it is expensive, retailing for 898$ USD on Amazon;while the advantage is it allows communication over long distances and also allows internal communication within the company.

Title= upper case + bold **DESCRIPTION OF…**

Introduction = uppercase only INTRODUCTION

Drop-down list of parts= regular font, with bullets

* The Base
* The Handset etc

Subheadings for parts 1 reg print + bold

Regular print + underline

Italics + bold

Plain italics etc